



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind

DIVISION: Education

JOB TITLE: Interpreter/tutor

STARTING SALARY: Dependent on education and years of experience

LOCATION OF JOB: Great Falls

SUPPLEMENT REQUIRED: There are no supplemental questions, but upon the interview process, the receptive and expressive signing skills will be assessed.

STATUS: Full Time Permanent

PAY GRADE: Contract Exempt

POSITION NUMBER: 51398013

BARGAINING UNIT: MEA/MFT

START DATE: December 1, 2007

CLOSING DATE: January 15, 2008 or until filled

TYPICAL DUTIES:

Interpreter for deaf students enrolled in the regular classroom. Prepare study materials and tutor students as assigned by principal. Perform other duties as assigned.

**EDUCATION AND
EXPERIENCE:**

High school graduation and one year experience working with hearing impaired students and/or adults in a situation that requires use of expressive and receptive sign language skills, or the equivalent combination of education and experience. Graduate of an Interpreter Training Program will be given preference.

KNOWLEDGE AND SKILLS:

Must possess (a) good written and oral command of the English language, (b) understanding of deafness and its influence of language development and the learning process, (c) demonstrated knowledge of formal manual communication (signing and fingerspelling) both expressive and receptive, (d) ability to communicate concepts by means of ASL (American Sign Language), and (e) understanding of the philosophy of Total Communication.

**ADDITIONAL
CONSIDERATIONS:**

In compliance with school policy, any finalist recommended for hire or appointment must submit to a fingerprint based "national" background check. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

BENEFITS:

Full insurance package

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Transcripts or all coursework leading to degrees or licensure.
4. Copies of Professional Licenses which are applicable to the requirements of the position.
5. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
6. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.
Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.
